



Centralized Accounting and Payroll/Personnel System

Employee Self Service (ESS) Highest Education Level Functions

May 24, 2022

ESS Education Level Enhancement

Once an employee's *Education Level* update is approved, the Education Level fields on the following CAPPS pages are updated:

- CAPPS **Employee Profile** page, under the *Qualifications*.
- CAPPS **Personal Data** page, under *Biographical Data*.

Proposed ESS Education Level Enhancement Page

The development of the new ESS page will use the agencies' feedback provided during the user group review of the proposed page functionality. The current proposed functionality includes the following input fields:

- **Education Level** (the type of degree)
- **School** (name of college or university)
- **Date Acquired** (when the degree was completed)
- **Major** (major field of study)
- **Approval Status** (defaults to “self reported”)

The ESS page also provides an instructional paragraph that says:

Please use the page below to review and manage information relating to the highest level of education that you have achieved. The information you submit will be tracked as “Self Reported” until it has been reviewed and approved by your Agency. PLEASE NOTE — Once you have submitted new achievements, you MUST notify your HR Representative and submit supporting documentation in accordance with the policies of your agency.

Proposed ESS Education Level Enhancement Page...continued

Please use the page below to review, and manage information relating to the highest level of education that you have achieved. The information you submit will be tracked as "Self Reported" until it has been reviewed and approved by your Agency. PLEASE NOTE – Once you have submitted new achievements, you MUST notify your HR Representative, and submit supporting documentation in accordance with the policies of your Agency.

Highest Level of Education Achieved

Education Q | ⏪ ⏩ 1 of 1 ⏪ ⏩ | View All

* Education Level: <input type="text" value="BS"/> Q Bachelor of Science	School: <input type="text" value="University of Texas"/> Q	*Date Acquired: <input type="text" value="05/20/2003"/> Q	Major: <input type="text" value="Criminal Justice"/>	Approval Status: <input type="text" value="Self Reported"/> ⏵ <input type="text" value="Reviewed/Approved"/> <input type="text" value="Denied"/>	<input type="button" value="+"/> <input type="button" value="-"/>
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Last Updated: 05/01/2022 by Clark Kent

Q&As — Functionality

From the March Review Session, page 1:

Q: How many times can an employee enter Education Levels?

A: There is no pre-determined limit.

Q: Will there be pre-populated Degrees, or will this be typed in?

A: This will be free form text. **Note:** these are Education Levels, not Degrees.

Q: We also enter education info during hiring process. Could this new ESS page be auto-populated from the information already entered in Personal Data's "Highest Level of Education Achieved" page? *(The purpose of this request is to avoid duplicate entries across the three pages.)*

A: Yes. This is included as part of a conversion effort in Phase 1.

Q&As — Approval Status

From the March Review Session, page 2:

Q: Could we request a “Denied” status?

A: Yes. This additional status is included in the design of Phase 1.

Q&As — Approval Process

From the March Review Session, page 3:

Q: How does it get not approved if the proper documents are not submitted to HR?

A: Each agency will have the ability to define their own approval process, including which documents must be provided for review. If documentation is not received (or not approved), then HR may change the **Status** field to “Denied.”

Q: Who is approving, HR or the Employee?

A: Only HR may change the **Status** field to “Reviewed/Approved.”

Q: If HR reviews/approves a transcript during the hiring process, could we (HR) add it on behalf of the employee?

A: Yes. HR may enter information and directly set the **Status** field to “Reviewed/Approved”.

Q: Is it possible that changing the **Status** field from “Self-Reported” to “Reviewed/Approved” is done by HR only.

A: Yes. That is exactly how the page is designed to work.

Q&As — Additional Enhancements

From the March Review Session, page 4:

Q: Can we run a query (or report) identifying those that still need approval?

A: Yes. This is included in the scope for Phase 1.

Q: Will the query (or report) include additional fields (for example: Department, Name, Haz Duty Indicator)?

A: Yes. This is included in the scope for Phase 1.

Q: Will the report allow for running “to Excel” in addition to PDF format?

A: Yes. This is included in the scope for Phase 1.

Q&As — Additional Enhancements...continued

From the March Review Session, page 4 (continued):

Q: Could we add the name of the school or university to the design?

A: Yes. This is included in the scope for Phase 1.

Q: Are you working from a list of all schools or free form?

A: We are strongly considering a prompt value tied to the **School Table**.

Q: Will the agency have an audit trail when the employee inputs the education data?

A: Yes. This is included in the scope for Phase 1.

Future Scope

Additional content that may be considered for future upgrades to the *Education Level* information include:

- Professional Licensing
- Professional Certifications
- Training Certificates

Next Steps

This functionality change is being tracked via **SR 1451**.

- The SR will be submitted as a voting item in the June 2022 HR/Payroll user group.
- If approved by the user group committee, the SR will go to the CAPPs Steering Committee in July for final approval.
- Stay tuned for more updates as we begin work on this new functionality.



Thank You!

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